



Athletic Fields Allocation Policy

Checklist:

- ☐ **Allocation Packet Completed**
- ☐ **Insurance**
- ☐ **501c IRS letter (if applicable)**
- ☐ **Non-Profit Mission Statement (if applicable)**
- ☐ **Application Fee**

_____ **Date Submitted**

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Athletic Fields Allocation Policy

Purpose

The field allocation process is designed to maximize organization use of available resources in a fair and equitable manner. Each organization that utilizes sports fields on a regular basis is categorized as an “allocator.” Allocators are able to request to rent fields and room space two times per year, once in the spring and once in the fall. The allocation period runs for six months at a time. Upon receiving allocation contract, a signed contract is required to move forward. Changes to the allocation contract must be submitted no later than two weeks after the season or program has started. Allocators must provide the City with a season schedule and field preparation needs (if applicable) no later than the first week of the season starting. After the allocation contract is signed, allocators seeking additional fields will be able to add fields three days in advance of date being requested.

Continuous use refers to multiple requests for multiple dates per season for continuous bookings, or beyond the designated daily use as defined in the one time use eligibility.

While allocators have the ability to book fields in advance, it is the City’s policy to keep at a minimum, 20% of prime-time field hours (5:00 p.m. -10:00 p.m.) available each day for public (resident and non-resident) rentals.

Category Groups:

Youth and adult sports organization are able to reserve athletic fields for continuous use. User groups are divided into four categories depending on their function and status. Categories are described below:

Category I - City Use: Activities sponsored by the City have priority of all park athletic fields and facilities.

Category II - Non-Profit Organizations with 70% or more City of Avondale residents:

Non-profits must provide the City with evidence of their tax-exempt status in the form of a determination letter from the Internal Revenue Service. Non-profits in this category must also provide the City with team rosters showing participants’ addresses to verify the residency requirement. Rosters must be submitted to the City before the City issues the first invoice for field payment. Random roster checks may occur throughout the season to ensure compliance. The non-profit must have a no-cut policy and coaches must be non-paid volunteers. Non-profits must also show that the requested field rental is in direct alignment with the mission of the organization by providing the organization mission statement at time of application. Non-profits that fail to meet the 70% or more Avondale resident criteria in this category will be classified as a Category III organization.

Category III - Non-Profit Organizations with less than 70% City of Avondale residents:

Non-profits must provide the City with evidence of their tax-exempt status in the form of a determination letter from the Internal Revenue Service. Non-profits must also show that the requested field rental is in direct alignment with the mission of the organization. The non-profit must have a no-cut policy and coaches must be non-paid volunteers. All of the criteria listed in this category must be met in order to qualify for the field allocation process. Non-profits that fail to meet the criteria in this category will be classified as a Category IV organization.

Category IV - Commercial/Private Organizations:

Organizations that fail to meet the requirements of Category II or Category III will be classified as a Category IV organization.

Application and Allocation Process

All information requested on the application form must be filled out completely and be submitted by the **deadline**. Requested information is vital for staff to make responsible decisions on field allocations.

Application Fee: \$100 application fee is due at the time of application. If organization receives and accepts an allocation, the \$100 is applied toward future field payments. If not approved, the \$100 will be refunded.

All park rules and policies must be complied with in order to remain in good standing and continue to use the City of Avondale athletic fields.

All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Avondale Risk Management office.

Updated information (insurance and IRS, 501c letter if applicable) will be required each season.

Applications will be accepted twice a year.

Allocation holders must notify the City of any field time not being utilized so time may be reallocated. This must be done 14 days prior to the scheduled use for 100% credit.

Deadlines:

Applications requests are to be submitted within the designated deadlines.

Deadline: Last Thursday in October for reservations January – June

Deadline: Last Thursday in April for reservations July-December

Additional requests received after the deadline will be reviewed as they are received, but will not receive priority and are not guaranteed. Organizations that miss the due dates will have their application considered only if there is availability.

Once field use is approved, an allocation contract is issued to the organization per season. A signed contract and acknowledgement form must be returned within two weeks of receiving allocation contract (reminder email sent with presentation of allocation).

Appeal Process

It is possible that an organization may not receive all the dates/times that are requested due to other requests for the same times and space, field maintenance or due to City run programs and services.

It is the goal of the City to maintain the best possible use of fields and to serve as many Avondale residents as possible.

Any organization may appeal decisions made by the staff concerning field allocation to the Parks and Recreation Advisory Board. This must be done in writing no more than two weeks after being contacted by staff and informed of what the field allocation for the upcoming season will be. The appeal will be submitted to the department and heard by the Advisory Board at the next available scheduled meeting. All groups that may be affected by the appeal will be notified and given an opportunity to make a presentation to the Advisory Board. No allocation will be issued until the Advisory Board has ruled on the appeal.

Disclaimer

The City reserves the right to change or cancel any allocation at any time. Requests in direct competition with the City of Avondale programs may not be considered for an allocation.

Insurance

Organizations must provide a certificate of Insurance in the amount of a \$1 million liability naming the City of Avondale as additionally insured. Updated information (insurance) will be required annually. Any change to the organizations insurance need to be reported to the City of Avondale within 7 business days.

Non-profit status

All non-profits must provide the current 501c Internal Revenue Service documentation at each allocation season, as well as their non-profit mission statement. All non-profit organizations submitting for allocations must be sports related.

Organizations Responsibilities

Users of City of Avondale facilities hold harmless the City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the above mentioned individual(s) arising out of, or in any way connected with the participation of field usage.

Misuse or abuse of City fields may result in the loss of allocation and future consideration of approved allocations. Misuse includes, but is not limited to, using reserved fields as a source of sales to generate revenue (selling fields to other organizations).

Organizations must abide by the City of Avondale Parks and Recreation Department Field Allocation Policies (Appendix A).

City Services

The City will provide the following services:

Field maintenance of all City park facilities, i.e., mowing, watering, infield dragging and fence repair.

Field prep if requested and paid for.

Access to restroom facilities.

Communication with allocation administrator and on-site park staff.

Fee Schedule for Athletic Fields

	Category II: Non-Profit Organizations w/ 70% or more Avondale Residents	Category III: Non-Profit Organizations w/ less than 70% Avondale Residents	Category IV: Commercial/Private Organizations
Athletic Field Reservation per field/per hour day time (8a-5p)	\$10	\$20	\$25
Athletic Field Reservation per field/per hour prime time (5p-10p)	\$15	\$25	\$30
Standard Field preparation per field *additional fees may apply for non-standardized setup	\$25	\$25	\$25
Fences for softball per field	\$30	\$30	\$30

** Standard field prep includes full size soccer, full size football, baseball/softball (foul lines, batters box &/or pitching circle), and flag football. Other sports & additional requests require park staff approval & may have additional fees. Example: four small goal soccer fields lined on one field are \$25 each (x4).*

Payment/Billing:

All payments for continuous field use must be paid on a monthly basis. The City of Avondale will invoice the allocator the first of each month. All payments are due by 15th of the month for the following month. Example: June allocation payment due on Thursday, May 15th. Organizations also have the option to pay the allocation in full 15 days prior to the first date of field use.

Cancellations:

Any cancellations must be submitted in writing via email or letter signed by the allocation holder. Cancellations must be done 14 days in advance of the scheduled date to receive 100% credit. Cancellations received less than 14 days in advance will receive 50% credit. Cancellations with 48 hours or less notice are not eligible for credit.

Athletic Fields Application for Continuous Usage

This form must be filled out completely, **with attachments** by any organization requesting use of facilities reserved by the City of Avondale. Application form and attachments are due in accordance to pre-season deadlines. See policy for further information.

Today's Date: _____

Check One: ☐ January - June ☐ July - December Year: _____

Check One: ☐ Soccer ☐ Football ☐ Baseball ☐ Softball ☐ Other: _____

Age Group: ☐ Youth under 12 ☐ Youth over 12 ☐ Adults ☐ Other: _____

Gender: ☐ Male ☐ Female ☐ Coed

User Category: ☐ Non Profit (70%+)* ☐ Non-Profit (less than 70%) ☐ Commercial/Private
**Rosters with names & addresses required for verification*

Organization Name: _____

Organization Contact: _____

Approved Additional Contacts (ex: for field changes & payments): _____

Full Mailing Address: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Best number during rental times: _____

E-mail: _____

Organization Website: _____

FIELDS REQUESTED

Park and Field(s) Ex. Festival Softball Please list by: 1 st choice, 2 nd choice	Day(s) M,T,W,Th,F,S,SU	Start - End Date	Time (s) - Specify AM-PM	Field Prep Needed Y or N
	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> Su			
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Please include any additional information to better understand your request:



ALLOCATION REQUESTOR ACKNOWLEDGEMENT FORM

I, _____, hereby
(Print Allocation User Name)

acknowledge that I have received a copy of the City of Avondale's Field Allocation Policies.

I understand that the City of Avondale can, at its sole discretion, modify, eliminate, revise, or deviate from the allocation and information in this Policy as circumstances or situations warrant.

I also understand that any changes made by the City of Avondale with respect to these Policies, can supersede, modify, or eliminate any of the policies in this packet. I accept responsibility for familiarizing myself with the Allocation Policy and will seek verification or clarification of its terms or guidance where necessary.

I have read and fully understand all the guidelines of the allocation request process and rules.

Furthermore, I understand that I should consult with the designated Representative of the Parks, Recreation and Libraries Department if I have any questions that are not answered in the City of Avondale Allocation Policies.

Allocation Requestor User Signature _____ Date _____

Avondale Parks, Recreation &
Libraries Representative Signature _____ Date _____



City of Avondale Parks & Recreation Department Field Allocation Policies (Appendix A)

The purpose of the City of Avondale Parks and Recreation Field Allocation Policy is to provide guidelines for groups and organizations (allocators) that offer athletic opportunities for participants of all ages and use of outdoor athletic fields that are managed by the Avondale Parks and Recreation Department.

Allocators must follow City of Avondale Allocation User Policies, inclusive of:

- The contract holder (or designated representative) must be on-site when the field is being used.
- The individual or organization using the fields assumes full responsibility for any damage to the facility, field or park equipment.
- Organizations are responsible for player, participant and spectator conduct.
- The use of the field is limited to activity specified in allocation and only during designated times.
- Vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways or emergency zones. Only parking lots may be used for loading and unloading.
- Unless prior approval is granted in writing, it is understood that the rental held is not a fundraiser, no admission is to be charged, no tickets will be sold or collections taken, and no items or services will be sold.
- The City of Avondale reserves the right to close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with allocation user policies regarding field use.
- At NO time are allocators permitted to line or mark fields.
- All allocators must remove any equipment and supplies used during field rental from the field after each use. The City of Avondale is not responsible for lost or stolen equipment.
- Allocators are not permitted to sell field space in their allocation contract. Violation will result in loss of allocation privileges.
- Alcohol is not permitted in park unless an alcohol permit is processed. Alcohol is not permitted during youth programs/sports.
- Allocators must notify the Parks and Recreation Department of any field time not being utilized. Cancellations must be done in writing (email) 14 days prior to the scheduled use for 100% credit. Cancellations less than 14 days in advance will receive 50% credit and those 48 hours or less are not eligible for credit.
- Organizations must provide a certificate of insurance in the amount of \$1 million liability naming the City of Avondale as additionally insured. Updated information is required to be on file.
- All park rules must be complied with in order to remain in good standing and continue use of City of Avondale athletic fields.
- All payments for continuous use must be paid on a monthly basis upon receiving invoice or in full 15 days prior to start of allocation.
- Users of City of Avondale facilities/fields hold harmless the City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the above mentioned individual(s) arising out of, or in any way connected with the participation of facility/field usage.
- All allocations can be revoked at the Parks & Recreation Department's discretion for any violation of policies, codes or other city ordinances.